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Approved For Release 2002/06/24 : CIA-RDP93B01194R000900020002-9

23 September 1977

MEMORANDUM FOR: Acting Deputy Director for Administration

THROUGH : Assistant for Information

25X1A FROM :
Chief, Information Systems Analysis Staff

SUBJECT : DDA Declassification Review Guidelines

25X1

25X1 1. The development of declassification review guidelines will be required in the forthcoming Executive Order on the classification and declassification of national security information and material. The Records Review Branch (RRB) at an early date initiated a program to develop review guidelines containing the criteria for identifying material of continuing national security sensitivity in those records still in Agency custody requiring systematic review.

25X1 2. Attached is a draft copy of the combined DDA declassification review guidelines. These guidelines were developed by the individual component offices and though they were all similar in content, they differed somewhat in format. As a result, it was decided to amalgamate them into the attached comprehensive guideline which eventually will cover all of the DDA. The guideline on "Office of the DDA and Subordinate Staffs" has not yet been prepared. The guideline is submitted to you in draft form for review and comment. If acceptable, copies will be forwarded to the declassification focal point officers of each DDA office for final comment.

25X1 3. Since several DDA offices (OTR, OC, and OMS) have submitted guidelines classified "Confidential" to RRB, it is anticipated that the final DDA guideline will bear that classification. Because this guideline will be used for internal Agency review only, RRB believes such a classification can be justified.

25X1A

Attachment:
As stated

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20002-95293

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1. Executive Order 11652 of 10 March 1972 and the implementing instructions contained in the National Security Council Directive of the following 17 May mandated the automatic declassification of all security classified documents over thirty years old, unless such documents were certified in writing by the head of the originating or successor agency as requiring continued protection. The only grounds for continuing such protection were national security sensitivity and the danger of immediate jeopardy to an individual. All federal agencies were directed to develop programs and procedures for the systematic review of records in order to identify material of ongoing sensitivity for continued protection. Broad, general oversight responsibilities were assigned to the Archivist of the United States. The Director of Central Intelligence was specifically tasked with fulfilling the requirements of the 1972 order as they pertain to foreign intelligence information by Executive Order 11905 of 19 February 1976. The Records Review Branch of ISAS was established and directed to plan and implement a centralized all-agency declassification review program in accordance with these executive orders. Executive Order _____ of _____ modifies and further defines the requirements of EO 11652 but does not eliminate the basic responsibilities set forth in that order.

2. In accordance with these executive orders, the components of the Directorate of Administration have prepared and approved the following guidelines:

a. these guidelines are to be used for the identification of documents and information of continuing national security sensitivity originated by the components of the DDA and/or their functional predecessors, wherever located;

b. these guidelines are to be used in conjunction with each other, with those issued by other Directorates and independent offices of the Agency, with those issued by other agencies of the federal government, and any others which may be available, for the identification of security sensitivities in records under review;

c. nothing in these guidelines supersedes restrictions imposed by the originators of documents and information over which the DDA exercises no exclusive or final jurisdiction;

d. these guidelines are to be used as the sole basis for identifying DDA material of continuing sensitivity, regardless of apparent insignificance and no declassification action is authorized in the absence of guidelines;

e. non-national security restrictions imposed by the Privacy Act and/or other legislation and government regulations are not to be determined under these guidelines.

3. Questions concerning the implementation of these guidelines are to be referred to the Records Review Branch.

GENERAL GUIDANCE

1. All documents, information, and records originated by the components must be protected when their release could reasonably be expected to:

- (a) cause damage to the national security;
- (b) have an adverse effect upon foreign relations;
- (c) place a person in immediate jeopardy;
- (d) compromise intelligence sources and methods which require protection as prescribed by the National Security Act of 1947 and the CIA Act of 1949.

2. Subject to approval by the head of the component of origin or its functional successor, documents and information which would ordinarily be exempted from declassification may be declassified if it is determined that, based on prior official disclosure or other considerations, current or future equities clearly would not be adversely affected by declassification.

3. Unless otherwise specified, all documents to be certified as requiring continued protection beyond 30 years may be retained at the Confidential level. Any compartmentation will continue to apply unless otherwise stated.

4. The National Security Agency is the executive agent for communications security and cryptographic matters for the United States government. Documents and information pertaining to these subjects should be reviewed in accordance with NSA instructions, as well as internal Agency guidance.

5. Some documents, information, and other material falling within the exemption criteria described in these guidelines may have been originated in an unclassified format. If such material is located in the course of review, it is to be identified for further action by the originating component or its successor. Such material will be handled as if it were classified.

6. Security classified information, documents, and material placed in the public domain may be declassified provided that such material has been released in its entirety and not on a fragmentary basis.

7. No declassification action is permitted without authorization as set forth in officially approved guidelines.

8. Material exempted from automatic declassification will be protected in accordance with statute, pertinent executive orders, and appropriate Agency regulations.

OFFICE OF FINANCE

Records which, upon review, are found to contain the following kinds of information, are excluded from declassification and are to be protected in accordance with guidance provided by the Office of Finance:

A. Financial data indicating the magnitude, scope or thrust of the intelligence effort of the period such as:

(1) Facts and figures relating to the appropriations, budgets, obligations or expenditures of CIA or predecessor agencies, including total amounts, numbers of employees, details of budgets and expenditures, data on programs or activities, internal distribution or allocation of funds or requisitioning authorities, information on confidential funds, funds received or expended on behalf of other government agencies, etc.;

(2) Facts or figures relating to the Contingency Fund of CIA, the source of its funds and amounts or purpose for which such funds are released;

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- D. Information disclosing details of location, organization, cover, staffing and functions of CIA or predecessor agencies' activities and installations.
- E. Information which names or effectively reveals the identity of any human or technical source of intelligence, either actual or planned.
- F. Information disclosing cover arrangements, identity of cover organizations or entities, or the linking of a person or organization with U.S. Intelligence unless prior official disclosure of such information clearly makes it unnecessary to continue classification.
- G. Pseudonyms, cryptonyms and codewords.

OFFICE OF PERSONNEL

Records which, upon review, are found to contain the following kinds of information, are excluded from declassification and are to be protected in accordance with guidance provided by the Office of Personnel:

- A. Names and official titles of personnel are protected below the level of the Deputy Director in the DDO and predecessor DDO elements, and Office Director elsewhere, with selective exceptions based on prior disclosure, cover, and operational considerations.
- B. Numbers of employees, and size and composition of budgets are to be protected.
- C. Pseudonyms, cryptonyms and codewords.
- D. The fact of presence and activity abroad by the CIA is not sensitive, but the details of location, organization cover, staffing, and duties and activity, STAT
 are to be protected.
- E. The organizational structures at the headquarters level can be declassified except for component breakdowns of those predecessor elements of the present DDO.
- F. Information which reveals the non-official cover (NOC) of personnel employed by the CIA and its predecessors, or the nature of the NOC arrangement.

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G. Information revealing arrangements for the placing and supporting of personnel of the CIA and its predecessors under official cover.

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I. Information which names or effectively reveals the identity of any source involved in personnel spotting, recruitment, development, instruction, assignment of tasks, levying of requirements, and the manner of response and means of reporting or contact.

J. Documents and information pertaining to the letting of contracts by the CIA to individuals, private businesses, commercial enterprises, institutions, or non-governmental institutions.

K. Documents and information identifying American citizens, institutions, businesses, and non-governmental organizations upon whom the CIA was reporting.

L. Information which could place an individual in jeopardy.

OFFICE OF LOGISTICS

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- F. Information pertaining to contractual arrangements with private individuals, commercial concerns and non-governmental institutions - re-review 30 years after discontinuation of *all*
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- G. Information regarding the design and supply of special equipment and re-review 30 years after discontinuation of use of equipment, device, or procedure;
- H. Information regarding budgeting and distribution of funds - defer on timing to Office of Comptroller;
- I. Information regarding personnel ceilings and staffing complement - defer on timing to Office of Personnel;
- J. Information containing pseudonyms, cryptonyms and codewords - defer on timing for declassification to DDO and DDS&T.

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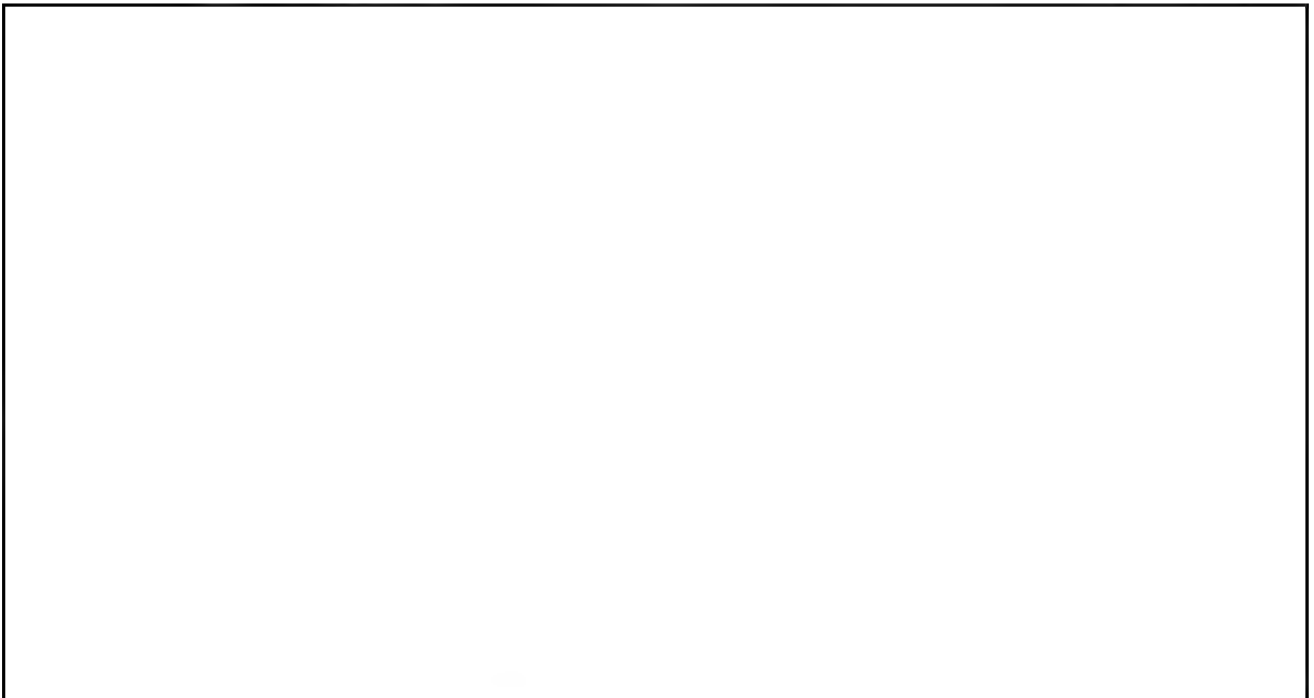
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OFFICE OF COMMUNICATIONS

Records which, upon review, are found to contain the following kinds of information, are excluded from declassification and are to be protected in accordance with guidelines provided by the Office of Communications:

- A. The name or other identification of personnel under cover;
- B. Pseudonyms, cryptonyms, codewords;
- C. Cryptographic information including:
 - (1) cryptographic keying material;
 - (2) information concerning a cryptographic system;
 - (3) information concerning the weakness of cryptographic systems;



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OFFICE OF SECURITY

Records which, upon review, are found to contain the following kinds of information are excluded from declassification and are to be protected in accordance with guidance provided by the Office of Security:

- A. Information that would reveal the identity of proprietaries, their employees and activities, should continue to be classified. Such information may be declassified 75 years following dissolution of the proprietary.

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B.

C.

D.

- E. Information which reveals the identity of U.S. citizens who cooperated with or furnished information to the CIA

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with the understanding that their role be kept in confidence must be afforded protection from public disclosure.

F. Individuals, particularly U.S. citizens, mentioned in investigative reports or similar records, the release of which could constitute an unwarranted invasion of privacy or a breach of confidence, should be protected from disclosure.

G. Documents and information received from U.S. or foreign governments may not be declassified without express approval of the originating agency. *del.*

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I. Information which reveals the Table of Organization, number of employees, or the budget of the Office of Security should not be declassified.

J. Information which discloses the design and operating characteristics of special equipment and devices used or developed by the Office of Security to support field operations, e.g. audio countermeasures equipment, may not be declassified. (Documents containing such information must remain classified as long as such methods are used operationally and thus it is impossible to establish a date for automatic declassification.)

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- K. Information which discloses the identity (for example, by name, title or function) of any personnel, including agents and liaison officers, of foreign intelligence or of security services may not be declassified.
- L. Documents and information received in confidence from a foreign intelligence service through liaison channels, whether the liaison source is stated or inferred, may not be declassified without approval from the foreign intelligence service concerned.
- M. Information revealing pseudonyms, cryptonyms and codewords.

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OFFICE OF MEDICAL SERVICES

Records which, upon review, are found to contain the following kinds of information are excluded from declassification and are to be protected in accordance with guidance provided by the Office of Medical Services:

- A. Information which identifies the cover and functions of OMS personnel assigned [REDACTED] [REDACTED] should continue to be classified. Such information may be declassified 75 years following dissolution of the facility.
- B. [REDACTED]
- C. Classified documents and information received from agencies of U.S. or foreign governments may not be declassified without the explicit approval of the originating agency.
- D. Information which reveals the Table of Organization, number of employees, or the budget of OMS should not be declassified.
- E. Information revealing pseudonyms, cryptonyms and codewords.
- F. Medical records are normally classified by the medical profession as medical confidential. This restricts the transfer or disclosure of information contained therein to the individual, his designated physician or legally

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OFFICE OF DATA PROCESSING

Because of the relatively recent origins of the ODP and its functional predecessors, it is not anticipated that any of their records will fall into the declassification review period. All classified documents and information pertaining to computers, ADP systems, and related subjects should be reviewed in accordance with guidelines provided by the originating or successor component of the material under review.

OGC 81-09271

28 October 1981

MEMORANDUM FOR: Chief, Classification Review Division, OIS

STATINTL ATTENTION:

FROM:

Assistant General Counsel

STATINTL SUBJECT: Declassification of Documents Involving

You have asked whether you can initiate normal declassification review of subject documents in view of the ongoing litigation. We have contacted Mr. Charles R. Esherick, the Department of Justice attorney handling the case, who has advised that he has no objection to declassification review of the documents. He emphasized, however, that all the documents must still be retained pending final resolution of the case or a court order permitting destruction.

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